INJURY AND ILLNESS PREVENTION PROGRAM
Every California employer must establish, implement and maintain a written Injury and Illness Prevention (IIP) Program and a copy must be maintained at each workplace or at a central worksite if the employer has non-fixed worksites.

The requirements for establishing, implementing and maintaining an effective written injury and illness prevention program are contained in Title 8 of the California Code of Regulations, Section 3203 (T8 CCR 3203) and consist of the following eight elements:

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- Compliance
- Communication
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SAFETY & HEALTH POLICY STATEMENT

It is the policy of the Department of Correction that accident prevention shall be considered of primary importance in all phases of operation and administration.

It is the intention of this organization's top management to provide safe and healthy working conditions and to establish and insist upon safe practices at all times by all employees.

The prevention of accidents is an objective affecting all levels of the organization and its activities. It is, therefore, a basic requirement that each supervisor make the safety of employees an integral part of his or her regular management function. It is equally the duty of each employee to accept and follow established safety regulations and procedures.

Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt about how to do a job safely, it is their duty to ask their supervisor for assistance.

Employees are expected to assist management in accident prevention activities. Unsafe conditions must be reported. Fellow employees that need help should be assisted. Everyone is responsible for the housekeeping duties that pertain to their jobs.

Any injury that occurs on the job, even a slight cut or strain, must be reported to management as soon as possible. In no circumstances, should an employee leave a shift without reporting an injury that occurred.

Please work safely. It's for everyone's benefit.

_________________________  __________________
Timothy P. Ryan, Chief     Date
RESPONSIBILITY

Chief Timothy P. Ryan has the authority and responsibility to implement the Injury and Illness Prevention Program for the Department of Correction. The responsibilities of this assignment are documented in the "Responsibility" statement.

Subject: Responsibility of Injury and Illness Prevention Program for The Department of Correction

To: All Employees

In accordance with our policy to provide a safe and healthy working environment, I, Chief Timothy P. Ryan or my designees, will assume responsibility to develop, implement and maintain our Department's Injury and Illness Prevention Program.

Specifically, this will include the following duties:

1. Develop rules of safe practices for each function of Department operations.

2. Develop safe operating rules for operation of mechanical equipment based on manufacturer's operating instructions.

3. Develop a system to encourage employees to report unsafe conditions.
4. Conduct a thorough investigation of each accidental occurrence, whether or not it results in an injury, to determine why it occurred and how to prevent recurrence.

5. Instruct facility and unit managers in this safety responsibility to educate, communicate and to ensure compliance through training, counseling, leading by example and encourage immediate reporting of any safety/accident issue.

6. Instruct supervisors in their safety responsibilities.

7. Develop a program of employee education into Department policy and work practices.

8. Conduct scheduled periodic inspections of facilities, equipment and work areas to identify and correct unsafe conditions and work practices.

9. Maintain records of training, periodic inspections, corrective actions, and accident investigations.

Timothy P. Ryan, Chief
Department of Correction
Compliance

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the rules fairly and uniformly.

All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe work environment.

Our system of ensuring that all workers comply with the rules and maintain a safe work environment include:

Informing workers of the provisions of our IIP Program; Evaluating the safety performance of all workers; Recognizing employees who perform safe and healthful work practices; Providing training to workers whose safety performance is deficient; Disciplining workers for failure to comply with safe and healthful work practices.

Timothy P. Ryan, Chief
Department of Correction
NOTICE OF SAFETY INFRACTION

We consider the safety of our employees to be very important. Therefore, to prevent accidents, it is our policy to strictly enforce Department safety rules.

Infractions of major safety rules may result in the following:

1st Infraction  - - - Written/Verbal Warning
2nd Infraction  - - - Written Counseling/Letter of Reprimand
3rd Infraction  - - - Suspension
4th Infraction  - - - Dismissal

_________________________________ you have been observed working in the following unsafe manner, contrary to Department safety rules:

________________________________________

This is your □ First □ Second □ Third □ Fourth Infraction
Action taken, therefore, is:

________________________________________

Supervisor's Signature __________________ Date ____________
Employee's Signature __________________ Date ____________

Timothy P. Ryan, Chief
Department of Correction
Attached is a copy of our safety rules. These rules have been developed under guidelines provided by CAL-OSHA and are intended to safeguard employee's health and safety.

It is our company responsibility to notify each employee of these rules. It is each employee's responsibility to read and observe these codes.

The attached copy of the safety rules, "Safe Practices," are for you to keep. However, please sign and date this form below and return this page to your supervisor as soon as possible.

I have read and understand the safety rules and have had an opportunity to ask and receive answers to questions.

Employee's Signature ___________________________
Date ______________________

Supervisor's Signature ____________________________
Date ______________________
SAFE PRACTICES

These rules have been adopted to help you make safety a regular part of your work.

WORK SAFELY --- Safety is everyone's business. Teach new employees safe work methods. Accidents can be prevented. Report all unsafe conditions immediately.

WHEN LIFTING --- Bend your knees, get a firm grip on the object, hold it close to your body, space your feet for good balance; now lift, using your strong leg muscles, not your weaker back muscles. Get help with heavy or bulky loads.

MATERIAL HANDLING --- Do not throw objects--always carry or pass them. Use hand trucks or other equipment when possible. Get help with heavy or awkward objects.

TRASH DISPOSAL --- Keep sharp objects and dangerous substances out of the trash can. Dispose of them in approved containers when available.

CLEAN UP --- Remove refuse promptly to prevent slips and tripping. The first person to see a spill or debris should pick it up or report it.

PREVENT FALLS --- Keep aisles, work places and stairways clean, clear and well lighted. Report slippery or faulty floor surfaces.

Timothy P. Ryan, Chief
Department of Correction
WALK--DON'T RUN --- Watch your step--wear safety shoes with slip resistant soles.

TOOLS --- Handle objects and tools carefully. Do not use burred, defective, or greasy tools. Use the right tool for the job. Use safety glasses or goggles whenever using a power tool.

FALLING OBJECTS --- If area requires a hard hat, wear it. Store objects and tools where they won't fall.

WORK AREA CONDITIONS --- Protruding nails, torn or sharp corners can cause serious cuts and bruises. Remove or pad them. Close all drawers.

LADDERS --- Use the proper ladder for the job, not a box, chair or any makeshift devices. Place ladders securely.

MACHINE GUARDS --- Keep guards in place at all times. Don't clean machinery while it is running. Lock all disconnect switches while making repairs or cleaning. Never use compressed air to blow debris off work surface.

ELECTRICAL HAZARDS --- Do not stand on wet floor while using any electrical apparatus. Keep extension cords in good repair. Don't make unauthorized connections or repairs. Do not overload outlets.

GAS FIRED APPARATUS --- Be sure fire box is clear of gas before lighting. Use paper or cloth on a long wire or stick to light burner. Stand to side to avoid flashbacks.

EXTINGUISHER --- Know where fire extinguishers are and know how to use them.
REFRIGERATION --- Some refrigeration gases are dangerously poisonous--handle with care.

PREVENT INFECTION --- All punctures, cuts and scratches are dangerous—get first aid at once.

IF INJURED --- Report all injuries to your supervisor immediately, no matter how slight.

HORSEPLAY --- Scuffling, practical jokes and tricks are not allowed.

WORK AREA --- Use all work furniture appropriately. Report the need for repairs immediately, tag and remove the furniture from work area, if needed.

DRUGS AND ALCOHOL --- Use of drugs and/or alcohol prior to or during working hours is prohibited.
Communication

Communication with all employees on matters of safety and health in a form readily understandable will be done. Safety meetings will be held quarterly. The following are additional methods that may be used:

METHODS

Safety Posters
County Safety Alert Newsletter
Written Handouts
Individual Employee Contact
Safety Seminars
Safety Committee
Safety Suggestion Box
Inspections

Timothy P. Ryan, Chief
Department of Correction
EMPLOYEE SAFETY INFORMATION FORM

This form is for use by employees who wish to provide a safety suggestion or report an unsafe workplace condition or practice.

Description of Unsafe Condition or Practice

________________________________________________________________________________________________________

________________________________________________________________________________________________________

________________________________________________________________________________________________________

Causes or Other Contributing Factors

________________________________________________________________________________________________________

Employee’s Suggestion for Improving Safety

________________________________________________________________________________________________________

________________________________________________________________________________________________________

________________________________________________________________________________________________________

Has This Matter Been Reported to the Area Supervisor? Yes ☐ No ☐

Department ____________________________   Date _______________

Name (Optional) ________________________________

Timothy P. Ryan, Chief
Department of Correction
A safety suggestion or concern should be directed to employee’s supervisor. Employees also have the option to place this form into a safety suggestion box available at both Main Jail and Elmwood Safety Centers.

Employees are advised that the use of this form or other reports of unsafe conditions or practices are protected by law. It would be illegal for the Department to take any action against an employee in reprisal for exercising rights to participate in communications involving safety.

Supervisors or managers will investigate any report and advise the employee who provided the information or the workers in the area of concern. This will be done either verbally or in a written manner by a supervisor/manager or members of the Department’s Safety Committee.
Hazard Assessment

In order to identify and correct workplace hazards, periodic safety inspections will be conducted of all worksites, materials, county vehicles and procedures on a quarterly basis by managers/supervisors or their designees. This will assist in the identification of safety hazards, unsafe conditions, and work practices as well as their priority for attention.

Additionally, unscheduled inspections will take place whenever any new substance, process, procedure, or equipment is introduced into the workplace. An inspection, investigation and adoption of appropriate safeguards will take place whenever a new or previously unrecognized hazard is noted.

Results of the inspections will be reviewed by members of the safety committee and addressed according to priority. Minor safety hazards, unsafe conditions and work practices identified by each inspection will be corrected as soon as possible. Serious safety hazards, unsafe conditions and work practices and those presenting an "imminent danger" to employees will be abated immediately. Failing this, all employees shall be removed from the sight of the imminent hazard until said hazard is corrected.

Records of these inspections shall be retained by the each facility/unit manager for a period of no less than three years after the date of the inspection, and continually extended, if physical storage conditions permit.
Accident Investigation

All work related accidents will be investigated by the appropriate employee’s immediate supervisor in a timely manner.

Minor incidents and "near accidents" will be investigated as well as serious accidents. Investigating work related accidents will provide information regarding accident prevention as well as pointing out "trends" which indicate problems that need to be corrected. The investigation will determine what factors, conditions, and/or practices contributed to the accident, but is not intended as a vehicle for assigning "blame" for the accident.

Accidents will be investigated using the County of Santa Clara "Supervisor's First Report of Industrial Injury/Illness" form according to the following principles:

A) Accident scene will be visited as soon as possible--while facts are fresh and before witnesses forget important details.

B) If possible, the injured will be interviewed at the scene of the accident and "walked" through a re-enactment.

C) All interviews will be as private as possible. Witnesses will be interviewed one at a time. Everyone who has knowledge of the accident will be interviewed even if they did not actually witness it.

D) Signed statements will be taken in cases where facts are unclear or there is an element of controversy.
E) Details will be documented graphically using sketches, measurements, diagrams and photos as needed.

F) The investigation will focus on causes and hazards. The cause of the accident, and not just the injury, will be investigated.

G) Every investigation will conclude with an action plan for preventing the accident in the future.

H) Where a third party or defective product contributed to the accident, all evidence will be saved. This information will be forwarded to Santa Clara County’s Workers’ Compensation Unit for possible subrogation.

Accident reports shall be retained by the Department’s Health and Injury Prevention (HIP) coordinator for a period of not less than three years after the accident and continually extended, if physical storage conditions permit.
Hazard Correction

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

When observed or discovered; When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers who correct the hazardous condition shall be provided with the necessary protection; and all such actions taken and dates they are completed shall be documented on the appropriate forms.

Timothy P. Ryan, Chief
Department of Correction
Training and Instruction

All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction shall be provided as follows:

When the IIP Program is first established; To all workers given new job assignments for which training has not previously been provided; Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard; Whenever the employer is made aware of a new or previously unrecognized hazard; to supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and to all workers with respect to hazards specific to each employee’s job assignment.

Workplace safety and health practices for all industries include, but are not limited to, the following:

Explanation of the employer’s IIP Program, emergency action plan and fire prevention plan, and measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed.

Use of appropriate clothing, including gloves, footwear, and personal protective equipment.

Information about chemical hazards to which employees could be exposed and other hazard communication program information.

Availability of toilet, hand-washing and drinking water facilities.

Timothy P. Ryan, Chief
Department of Correction
Provisions for medical services and first aid including emergency procedures.

In addition, we provide specific instructions to all workers regarding hazards unique to their job assignment, to the extent that such information was not already covered in other training.
**Recordkeeping/References**

All records pertaining to the Department Injury and Illness Prevention Program shall be maintained at least three years and in most cases for the duration of employee’s county employment.

**LIST OF TRAINING SUBJECTS**

- The employer’s Code of Safe Practices.
- Safe procedures for cleaning, repairing, servicing and adjusting equipment and machinery.
- Safe access to working areas.
- Protection from falls.
- Electrical hazards, including working around high voltage lines.
- Proper use of powered tools.
- Guarding of belts and pulleys, gears and sprockets, and conveyor nip points.
- Machine, machine parts, and prime movers guarding.
- Lock-out/tag-out procedures.
- Materials handling.
- Fall protection from elevated locations.
- Use of elevated platforms, including condors and scissor lifts.
- Safe use of explosives.
- Driver safety.
- Slips, falls, and back injuries.
- Ergonomic hazards, including proper lifting techniques and working on ladders or in a stooped posture for prolonged periods at one time.
- Personal protective equipment.
- Respiratory equipment.
Hazardous chemical exposures.
Hazard communication.
Physical hazards, such as heat/cold stress, noise, and ionizing and non-ionizing radiation.
Laboratory safety.
Bloodborne pathogens and other biological hazards.
NEW SAFETY STANDARDS RESULTING FROM SENATE BILL 198:

CALIFORNIA CODE OF REGULATIONS TITLE 8, CHAPTER 4

3203. INJURY AND ILLNESS PREVENTION PROGRAM.

Effective July 1, 1991, every employer shall establish implement and maintain an effective INJURY AND ILLNESS PREVENTION PROGRAM. The Program shall be in writing and shall, at a minimum:

A. Identify the person or persons with authority and responsibility for implementing the Program.

B. Include a system for ensuring that employees comply with safe and healthy work practices. Substantial compliance with this provision includes recognition of employees who follow safe and healthful work practices, training and retraining programs, disciplinary actions, or any other such means that ensures employee compliance with safe and healthful work practices.

C. Include a system for communicating with employees in a form readily understandable by all affected employees on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the employer of hazards at the worksite without fear of reprisal. Substantial compliance with this provision includes meetings, training programs, posting, written communications, a system of anonymous notification by employees about hazards, labor/management safety and health committees, or any other means that ensures communication with employees.

EXCEPTION: Employers having fewer than 10 employees shall be permitted to communicate to and instruct employees orally in general
safe work practices with specific instructions with respect to hazards unique to the employee’s job assignments.

D. Include procedures for identifying and evaluating workplace hazards including scheduled periodic inspections to identify unsafe conditions and work practices. Inspections shall be made to identify and evaluate hazards:

1. When the Program is first established;

   EXCEPTION: Those employers having in place on July 1, 1991, a written INJURY AND ILLNESS PREVENTION PROGRAM complying with previously existing Section 3203.

2. Whenever new substances, processes, procedures, or equipment are introduced to the workplace that represent a new occupational safety and health hazard; and

3. Whenever the employer is made aware of a new or previously unrecognized hazard.

E. Include a procedure to investigate occupational injury or occupational illness.

F. Include methods and/or procedures for correcting unsafe or unhealthy conditions, work practices and work procedures in a timely manner based on the severity of the hazard:

1. When observed or discovered; and,

2. When an imminent hazard exists which cannot be immediately abated without endangering employees and/or property, remove all exposed personnel from the area except those necessary to
correct the existing condition. Employees necessary to correct the hazardous condition shall be provided the necessary safeguards.

G. Provide training and instruction:

1. When the program is first established;

   EXCEPTION: Employers having in place on July 1, 1991, a written Injury and Illness Prevention Program complying with previously existing Section 3203.

2. To all new employees;

3. To all employees given new job assignments for which training has not previously been received;

4. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;

5. Whenever the employer is made aware of a new or previously unrecognized hazard; and

6. For supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.

H. Records of the steps taken to implement and maintain the Program shall include:

A. Records of scheduled and periodic inspections required by subsection

   (a) (4) to identify unsafe conditions and work practices, including person(s) conducting the inspection, the unsafe
(b) conditions and work practices that have been identified and action taken to correct the identified unsafe conditions and work practices. These records shall be maintained for three (3) years; and

EXCEPTION: Employees with fewer than 10 employees may elect to maintain the inspection records only until the hazard is corrected.

B. Documentation of safety and health training required by subsection (a) (7) for each employee, including employee name or other identifier, training dates, type(s) of training, and training providers. This documentation shall be maintained for three (3) years.

EXCEPTION NO. 1: Employers with fewer than 10 employees can substantially comply with the documentation provision by maintaining a log of instructions provided to the employee with respect to the hazards unique to the employee's job assignment when first hired or assigned new duties.

EXCEPTION NO. 2 Training records of employees who have worked for less than one (1) year for the employer need not be retrained beyond the term of employment if they are provided to the employee upon termination of employment.

Employers who elect to use a labor/management safety and health committee to comply with the communication requirements of subsection (a) (3) of this section shall be presumed to be in substantial compliance with subsection (a) (3) if the committee:

A. Meets regularly, but not less than quarterly;
B. Prepares and makes available to the affected employees, written records of the safety and health issues discussed at the committee meetings and, maintained for review by the Division upon request;

C. Reviews results of the periodic, scheduled worksite inspections;

D. Reviews investigations of occupational accidents and causes of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances and, where appropriate, submits suggestions to management for the prevention of future incidents;

E. Reviews investigations of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee, the committee may conduct its own inspection and investigation to assist in remedial solutions;

F. Submits recommendations to assist in the evaluation of employee safety suggestions; and

G. Upon request from the Division, verifies abatement action taken by the employer to abate citations issued by the Division.